

OPEN PERIOD:	Thursday, January 14, 2016 to Friday, February 26, 2016
SERIES & GRADE:	AD-1530-00 Director, Office of Impact Assessment and Learning Office of Digital and Information Strategy
SALARY:	\$128,082.00 - \$160,300.00
POSITION INFORMATION:	Full Time Excepted Service (This is an Administratively Determined position under the authority of 20 U.S.C. Section 9105(b). Competitive Civil Service is not acquired under this appointment.)
PROMOTION POTENTIAL:	AD-1530-00 (Equivalent to the GS-1530-15)
DUTY LOCATIONS:	1 vacancy - Washington DC Metro Area, DC
WHO MAY BE CONSIDERED:	All Qualified Candidates

The Institute of Museum and Library Services, an Executive Branch agency, is the primary source of Federal support for the Nation's 123,000 libraries and 17,500 museums. The Institute works at the National level, in coordination with state and local organizations, and with libraries and museums throughout the United States to carry out its mission of connecting individuals to information and ideas.

KEY REQUIREMENTS:

- This position is open to all qualified candidates
- Please read all instructions to ensure that you are applying correctly.
- The individual selected may be subject to a background security investigation.

DUTIES:

This position serves as the Director, Office of Impact Assessment and Learning (OIAL) and reports to the Deputy Director, Office of Digital and Information Strategy. The incumbent is responsible for leading the agency in fulfilling its statutory mandate to analyze trends, identify opportunities and needs, evaluate programs, assess impact, and share best practices which help to inform public policy and leverage public and private support. Activities overseen by the incumbent will include disseminating results of funded projects, conducting applied research, collecting statistical data and issuing public reports. The incumbent also identifies program-related matters of interest to the agency. Working with programs staff within the Office of Museum Services (OMS)/ Office of Library Services (OLS), the Director develops and implements short, intermediate and long-range research, evaluation, and analysis plans for the agency. These deliverables will enable IMLS to make significant contributions to library, museum and information policies and practices in the United States.

The Director for Impact Assessment and Learning oversees the agency's grant-making assessment activities and drives ongoing improvement across the organization. This responsibility includes creating approaches and tools to view, in aggregate, the agency's grant-making investments. The Director will collaborate with, seek guidance and input from, and create relationships of trust with senior leadership and program directors. This includes providing information that supports the agency's performance and accountability activities.

The Director will contribute to a culture of shared learning, both internally and externally, that increases grantees' impact and drives ongoing agency improvement and adaptation. As part of IMLS's commitment to transparency, the Director will lead our efforts to publish assessment findings, share them widely, and encourage our partners and colleagues to use them to guide their work. The Director will coordinate with the agency's communications and technology functions to tightly integrate assessment and learning activities with grant-making activities in order to maximize our impact.

The incumbent will collaborate with programs staff and other key stakeholders in implementing and managing the learning, research and evaluation framework for all IMLS programs. The ideal candidate will be a leader in their field(s), with a demonstrated commitment to informal and formal learning and social impact effects that can be achieved through museums and libraries. They will be a self-starter who is flexible, has a positive attitude, and a desire and ability to work collaboratively and thoughtfully as part of a committed, integrated team that builds strong relationships. This role is essential to the creation and implementation of a high level and integrated learning agenda achieved by collaboration with senior staff and other divisions and dialog with external stakeholders and peers outside the agency.

QUALIFICATIONS REQUIRED:

All qualification requirements must be met by the closing date of this announcement. Qualifying experience may be obtained in the private or public sectors. Qualifying education must have been obtained from an accredited college or university recognized by the Department of Education.

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at

<http://www.opm.gov/qualifications>.

QUALIFICATIONS: The successful individual must have the following:

- Experienced in creating a portfolio for grant-making investments including appropriate criteria for decision-making (e.g. size or maturity of the projects, risk) and assessing the impact of those investments
- Experienced in working directly with organizational leaders to build supportive monitoring and evaluation plans and capacity-building strategies that are attuned to projects' stage of organizational development - from seed/early concept to scale/fully developed.
- Skilled in the application of human-centered design to solve organizational and community-level challenges.
- Ability to select the most appropriate evaluation and research approaches along a spectrum of methodologies (e.g. experimental research design, social return on investment, developmental evaluation)
- Use of facilitation and problem-solving to translate programmatic goals into impact assessments and programmatic evaluation studies
- Proficiency in using technological tools to advance efforts (e.g. statistical packages, reporting, data visualization, project management, data mining, social network mapping)
- Experience creating and reinforcing a transparent, open and mutually respectful work environment built on strong teams with a commitment to professional growth and a shared purpose.
- Ability to motivate staff through effective leadership, mentoring and coaching.

- Demonstrated creative thinking skills and passion about trying new approaches above conventional wisdom.
- Working knowledge and/or expertise in relevant areas such as formal or informal learning, social impact investing, economic development, and learning and communications through new media.
- Experience in managing complex, multi-year projects involving multiple contractors and stakeholders, and budgets with multiple funding streams
- Proactively fosters a culture of learning with the political savvy to navigate large systems and diverse team environments.
- Ability to write about IMLS research and expertise in a way that is clear and accessible to policymakers, partners, grantees, and other external stakeholders
- Experienced in the area of Data Interpretation and Reporting in order to, synthesize and integrate large amounts of data into compelling, concise deliverables and stories.
- Experience working with partner organizations in both the for-profit and non-profit sectors to maximize impact to the field.
- Willingness to travel frequently.

Preferred Education:

- A graduate degree (MA or PhD) and 10 or more years of professional experience in social impact measurement and evaluation to support organizational change and improved outcomes.

Important Notes:

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. To be eligible for Federal employment, male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
3. This position has promotion potential equivalent to the AD-15 level.
4. The individual selected may be subject to a security investigation. Favorable results on a background investigation may be a condition for employment or selection to another position. If you do not provide all the information requested, you may lose consideration for this position.
5. Moving expenses are not authorized.
6. All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

HOW YOU WILL BE EVALUATED:

BASIS OF RATING: Once the announcement closes, your application will be automatically evaluated and rated by the Office of Human Resources. To determine if you are qualified for this job, a review of your application and supporting documentation will be made and compared against qualification requirements for the position. Please follow all instructions carefully. Errors or omissions may affect your rating.

BENEFITS:

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

The below links provide quick access to some of the many benefits currently offered to Federal employees:

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

OTHER INFORMATION:

The IMLS provides reasonable accommodations to applicants with disabilities

TTY/ASCII users should use the toll free Federal Relay Service number: 1-800-877-8339 and provide the IMLS number of the office or individual you are calling. For more information about using the Federal Relay Service see: <http://fts.gsa.gov/frs/tollfree.htm>.

HOW TO APPLY:

1. Résumé
2. References

-For Veterans: DD-214-For Disabled Veterans: DD-214, SF-15 and VA letter dated 1991 or later

AGENCY CONTACT INFO:

Elizabeth Lyons,
Human Resources Specialist
Office of Human Resources
202-653-4676-voice
202-653-4615-fax
elyons@imls.gov-email

Agency Information:
Office of Human Resources
1800 M Street, NW, 9th Floor
Washington, DC 20036

WHAT TO EXPECT NEXT: After a review of your résumé and required documents is complete, you will be notified of your referral to the hiring official. If further evaluation or interviews are required you will be contacted.